



## LWCA Resident Party Reservation Form

Name: \_\_\_\_\_

Date of Party: \_\_\_\_\_

Address: \_\_\_\_\_

Time of Party: \_\_\_\_\_

Phone: \_\_\_\_\_

# of Non-Resident Guests: \_\_\_\_\_

Email: \_\_\_\_\_

# of LWCA Resident Guests: \_\_\_\_\_

The Undersigned agrees to the following terms and conditions:

- Party reservation form and fees must be submitted at least two weeks in advance.
- Maximum duration for any rental party is four hours, within normal operating hours.
- A non-refundable Fee of \$150 must be paid upon signing the Reservation Form.
- Guest fees are waived for all resident guests and the first 25 non-resident guests. A non-resident guest fee of \$5 will be charged for non-resident guest over the first 25. (Max party 75 guests) **Additional guest fees must be paid no later than three (3) days prior to the party (for example, by Wednesday for a Saturday event).**
- A refundable security deposit check in the amount of \$100.00 is required and must be included with this reservation form. The deposit will be returned after staff inspection confirms the facility has been left in satisfactory condition. The guest member is responsible for any damages or excessive cleaning costs, which may result in partial or full forfeiture of the deposit or additional charges.
- Party hosts are responsible for bagging all garbage and depositing it in the dumpster located in the parking area. LWCA will provide trash bags so that cans inside the pool facility are left empty after the party for community use.
- LWCA reserves the right to cancel your party in the event of inclement weather. The pool manager will contact you to cancel and reschedule. If not rescheduled, you will receive a full refund. No refund will be made if the party is rescheduled.
- If thunder/lightning/rain occurs while a party in progress no part of the Party Fee will be refunded, and the event will not be rescheduled unless a new Party Reservation Agreement is completed and all applicable fees are paid.
- Parties may be held at the outer black top patio, adjacent to the pool entrance, or upstairs in the picnic area using the LWCA picnic tables by the kiddie pool. Hosts may bring their own tables and chairs for blacktop use but cannot use the LWCA furniture on the blacktop. By prior agreement, food may be stored in the refrigerator or freezer in the pool office.
- All fees must be paid by Check or Credit Card; Cash will not be accepted.
- Please send the form to [pool@lakeridgewest.org](mailto:pool@lakeridgewest.org), and copy email [treasurer@lakeridgewest.org](mailto:treasurer@lakeridgewest.org) to arrange check payment drop off if applicable to the current LWCA Treasurer.

Residents Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_